
Job Opportunities Business Services (JOBS) (Federal Reed Act Funds)

Introduction

The \$25 million in federal Reed Act Funds approved for the Job Opportunities Business Services (JOBS) initiative has been extended through July 1, 2012. The balance of the funds will continue to be used to meet the workforce needs of Indiana employers in high wage, high skill, and high-demand occupations.

Under the JOBS initiative, four main goals will be accomplished for Hoosier workers and participating businesses:

1. Recruitment assistance – in addition to Indiana Career Connect and access to the resources of the WorkOne, the JOBS initiative will assist participating employers by partnering to provide job fairs and advertising;
2. Job profiles – to help employers identify the skills needed for workers to be successful on the job;
3. Skills assessments – ensure that participating employers receive objective, reliable information about each candidate's workplace skills;
4. Gap training – offers financial assistance to employers to help improve or fill any skill gaps in an employee's skill.

The Indiana Department of Workforce Development (IDWD) has allocated \$350,000 for program year July 1, 2010 through June 30, 2011 to support workforce recruitment and job placement activities. Requests for funding will be taken on a first-come first-serve basis until all of the funds have been obligated for the program year. The maximum amount available to each economic growth region (See attachment 1: IDWD Economic Growth Regions) is \$29,000, provided funds are still available at the time of the request.

Eligible Applicants

Eligible applicants are regional operators. Business Consultants and WorkOnes that are working on behalf of participating employers should submit the "Request for Consideration" to the regional operator for approval or follow the instructions provided by the regional operator.

Objectives and Allowable Costs

Workforce recruitment and job placement activities for participating employers will consist of four objectives: local job fairs, advertisements, and miscellaneous costs associated with WorkKeys' assessments.

I. Recruitment

A. Job fairs

The local job fair must have a connection to the JOBS initiative – businesses that are participating in job profiling and using worker assessments for placement and others businesses that have vacancies in high-wage high-skill high-demand occupations.

Allowable costs include:

- Audio/visual set up
- Equipment rental
- Participation in a job fair
- Promotions/Advertisements (See advertisements/marketing below)
- Signage
- Space rentals
- Temporary electrical access
- Venue set-up/tear down
- Miscellaneous costs associated with conducting a local job fair
- Salaries are not covered, but may be included as matching funds

B. Advertisements/marketing

Advertisements are for participating businesses with high wage, high skill and high-demand vacancies. The business must have a job order posted to Indiana Career Connect and an approved application on file for the JOBS initiative.

All advertisements including audio and video must be forwarded to Valerie Kroeger, Assistant Communications and Marketing Director, for approval prior to publication or airing. A representative from Marketing will respond within 72 hours. Valerie's contact information is:

Valerie Kroeger
Assistant Communications and Marketing Director
Indiana Department of Workforce Development
10 North Senate Avenue, Rm SE312
Indianapolis, Indiana 46204
Telephone: (317) 234-4096
E-mail: vkroeger@dwd.in.gov

Allowable costs include:

- Billboards

- Brochures
- Outdoor
- Postage
- Posters
- Print ads
- Printing
- Radio
- Television
- Miscellaneous costs associated with producing advertisements

II. Skills Assessments

A. Miscellaneous costs associated with WorkKeys assessments incurred by the WorkOne in the administration of WorkKeys's assessments for:

- Meeting the needs of employers participating in the JOBS initiative
- Issuing Career Readiness Certificates

Miscellaneous costs include the following:

- Secure short-term assistance to relieve regular staff for huge number of assessments for employers participating in JOBS
- Room rental for assessing for large attraction or retention projects where the employer is approved for JOBS
- WorkKeys materials
- WorkKeys supplies
- WorkKeys equipment
- Other assessment expenses not covered by ACT licensing agreement

How to Apply

Please complete the "Request for Consideration: JOBS initiative/Reed Act Funds" application (See attachment 2: Request for Consideration) and obtain approval of the regional operator. Requests should be forwarded for final approval to:

Brenda Johnson, Program Manager
 Educational & Training Programs
 10 North Senate Avenue
 Indianapolis, IN 46204
 Telephone: (317) 233-4415
 E-mail: Bjohnson@dwd.in.gov
 Fax: (317) 232-1821

Applicants will be notified by e-mail of the approval or denial within three working days.

Please direct all inquiries to Brenda Johnson or to Martha Finch-Anderson at (812) 882-8770 x 227, mfinch-anderson@dwd.in.gov.

Evaluation Criteria

Each request will be reviewed to determine whether the purpose is aligned with the objectives stated above and whether expenses are for allowable costs. Requests for advertisements and job fairs over \$4,000 will be evaluated on the amount of matching funds from the co-sponsors and the types and number of job openings.

Making Purchases

Prior to initiating a purchase of equipment or miscellaneous items related to WorkKeys, please contact:

Martha Finch-Anderson
Program Manager, WorkKeys
Indiana Department of Workforce Development
P.O. Box 430
620 Niblack Blvd.
Vincennes, IN 47591
Office: 812-882-8770 x277
Email: mfinch-anderson@dwd.in.gov

Martha will determine the appropriateness of the purchase and guide applicants through the purchase process.

Invoicing for Payment

A “Request for Consideration” must be on file and approved before invoices can be paid. In cases where an approval is not on file, the applicant runs the risk of incurring the cost of the event or purchase.

Payments for items that are purchased using the procurement form (equipment purchases, computer-related purchases) will be handled by the agency’s procurement department. It is imperative to notify Brenda Johnson (BJohnson@dwd.in.gov) of the final cost.